IT Application Development
SharePoint Project Support

1.0 General

InuTeq, LLC currently currently requires support to meet development needs in the quickly growing SharePoint environment at the NASA Armstrong Flight Research Center (AFRC).

The demand for SharePoint development has outpaced Armstrong's ability to staff these efforts and meet important deadlines. Armstrong seeks the ability to add SharePoint developers as needed to meet high development demands in the SharePoint arena.

This support will be on an as needed basis and will be funded only when a task is assigned.

2.0 Scope

The primary responsibility of the SharePoint development contract staff will be to support the design, development, and implementation of SharePoint projects.

The contractor shall:

1. Partner with customers to formulate business requirements, design, develop, test, and implement SharePoint team sites utilizing the existing SharePoint 2010 environment.
2. Develop a detailed schedule with milestones to track progress and ensure development is progressing within the agreed upon time frame.
3. Conduct web part and user control development.
4. Conduct form development, including integration with back end databases.
5. Carry out workflow development using SharePoint Designer.
6. Build and edit web-based access views and reports used to transfer data to customers as approved.
7. Integrate non-SharePoint related services into SharePoint applications as needed (i.e., Remedy, Oracle Databases, SQL Databases, File Shares).
8. Conduct development of Business Intelligence dashboards and reports to accurately reflect metrics as requested by the customer.
9. Provide input to the scheduling and coordinating of projects to include involvement in the design phase. Conduct analysis and determine information needs and elements, data relationships and attributes, proposed manipulation, data flow, storage requirements, data output and reporting capabilities.
10. Work closely with the Server Administration and Database Administration teams as needed.
11. Fully document all products produced in accordance with guidelines provided by the AFRC application development supervisor.
12. Provide end-user guides for each product produced.
13. Diagnose and resolve configuration issues, as well as connectivity and authentication issues.
14. Assist NASA in the development of applicable documentation required by NPR 7120.7. NPR 7120.7 is the NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements Document.

3.0 Requirements

1. Personnel generally perform work onsite. Work space, computer equipment, desk phone and general office supplies will be provided.   All work will be completed on the Government provided computer system. No other systems are to be utilized for work on this Government project.
2. All SharePoint development work will be completed on the SharePoint development server. Project will be reviewed by the InuTeq Lead SharePoint developer before transitioning to the production environment.
3. Contracted firm employs multiple SharePoint Developers who would meet requirements to perform work on a Government installation.
4. InuTeq will be allowed to review resumes of potential developers and to interview them before he or she is assigned to work on the project if deemed necessary by InuTeq.
5. Should a developer assigned to the project be deemed incapable of performing the tasks assigned to him or her, InuTeq will immediately notify the contractor. The contractor shall submit resumes for replacement developers within business 3 days for review. The non-performing developer will be replaced within 3 business days of his or her selection by InuTeq.
6. A non-disclosure agreement shall be executed prior to initiation of contract work.
7. The Government will not be held liable for cost overruns beyond obligated funding
8. Support will be incrementally funded by the Government. At no time is work authorized beyond the funding currently available on the contract unless authorization is granted in writing by InuTeq's Logistics Manager or their designee.
9. The Government will provide Agency user accounts and security authentication devices and services as necessary to conform to Government IT security policy.
10. The contractor will not be paid for Government holidays, nor will contractor be allowed to work on Government holidays.
11. The contractor will work a 9/80 schedule unless a Government holiday is observed during this period. Should a change occur that impacts the work schedule for the InuTeq contract, the contractor's schedule will be modified to coincide with the change.
12. The total hours worked on the contract are not to exceed 1,040 hours unless an agreement is met by both parties for extension.
13. In the event of a Government shut-down or budget action, contract will be suspended until Government facility reopens or Government funding has been reinstated depending upon circumstance of suspension.

4.0 Tasking:

Tasks will be assigned by InuTeq ISS management as requested by NASA and submitted to the consultant by InuTeq's Procurement Office.

1. Consultant will be asked for a written estimate to complete tasks. Consultant's estimate should include hours estimated to complete the task as well as the cost of any additional materials required to complete the task (i.e., software, hardware).
2. Estimate will be approved by NASA prior to task assignment.
3. Tasks will be agreed to in writing – email is an acceptable form for recording agreements on task deliverables.

5.0 Deliverables

1. Deliverables for specific tasks are TBD and may be influenced by funding availability.
2. Progress Reports: Written descriptions of activity and accomplishments shall be delivered as required on a weekly and monthly basis.
3. SharePoint projects and documentation associated with specific development tasks shall be delivered on the SharePoint Development server.
4. If deemed necessary by InuTeq, contractor will conduct a code walkthrough of applications developed or augmented.

6.0 Cost

The hourly rate for the SharePoint Developer will be provided in the bid submitted in response to the RFI. Any price breaks that occur when hours are purchased in certain blocks of time will also be included in the response.

7.0 Past Performance

Interested parties must submit references and examples of past performance in similar contract arrangements. InuTeq reserves the right to contact references provided to verify quality of work. Resumes are to be submitted for review with the proposal.

8.0 Invoicing Instructions:

Contractor may invoice InuTeq, LLC bi-weekly or on a monthly basis. This shall be negotiated at time contract is awarded.

9.0 Security Clearances

The contractor personnel shall be able to obtain and maintain appropriate security clearances, including U.S. citizenship.

10.0 Safety and Quality

The following will outline the contractor's role and responsibilities with compliance to AFRC standards.

A. Safety

It is the responsibility of the entire workforce at AFRC to be aware of, and strictly adhere to all applicable safety standards. These regulations and standards can be found on Armstrong Xnet under the SMA (Safety and Mission Assurance) heading. IT Security personnel are responsible for the following.

1. Equipment Operation

- Awareness of equipment hazards located in each area of shop.

- Proper operation of equipment in accordance with applicable DEI (Armstrong Equipment Instruction).

2. General Safety

- Awareness of Close Call reporting system.
- Awareness of importance of general work area housekeeping.
- Awareness of proper work attire.
- Avoidance, notification and removal of slip or trip hazards.
- Awareness of Sub-floor hazards and Fire safety systems.
- Awareness of building evacuation procedures.

B. Quality Assurance

To ensure the highest level of safety and mission assurance, AFRC has implemented the ISO 9000 program. The implementation plan is outlined in the DMSM (Armstrong Management System Manual). This manual and all related documents can be referenced on Armstrong Xnet. At the beginning of each task, the contractor will reference applicable AFRC instructions. The instructions on these documents will be followed until the assigned task is completed.

Period of Performance and Schedule:

Period of Performance will begin on a mutually agreed upon date following award of contract and will continue based upon hours agreed upon by InuTeq and contractor. Period may be incrementally extended based on SharePoint Development workload. Period of performance may be ended earlier by either party for any reason by serving written notice at least 14 calendar days prior to requested termination date.